

## RECREATION CENTER RECEPTIONIST/SECRETARY

<b>Department:</b>	Leisure Services	<b>Classification/Grade:</b>	15
<b>Division:</b>	Recreation	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Recreation Superintendent	<b>Date Approved:</b>	

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.*

### **DEFINITION**

Perform general secretarial duties and administrative support. Provide support to recreation programs assisting in the safety of patrons utilizing the facility. Instruct and/or supervise programs, and perform related work as required.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

((Essential functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation. Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.))

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Answer telephone, take messages for staff, and disseminate information to public regarding programs and policies.
3. Greet the public and check patrons for current recreation center pass or collect fees.
4. Perform various clerical and correspondence work assigned.
5. Maintain accurate program and financial records.
6. Assist in program registration, recreation center passes applications and facility use requests.
7. Handle financial transactions, reconcile daily receipt and prepare deposits.
8. Supervise patrons for safe conduct and use of the facility.
9. Assist in the supervision of recreation programs, recreation attendants and volunteers.
10. Perform light custodial duties including vacuuming, cleaning windows, sweeping, etc.
11. Render approved First Aid and artificial respiration procedures if needed.
12. Prepare correspondence and associated informational materials for the Leisure Services Dept.
13. Maintain calendar reflecting city facilities use and events.
14. Work with local agencies and City departments in functions and activities associated with Department programs and services.
15. Be dependable and meet acceptable attendance requirements at all times.
16. Follow all applicable safety rules and regulations.

### **OTHER JOB FUNCTIONS**

- A. Perform other related duties as assigned.

## **QUALIFICATIONS**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.

### **Knowledge of:**

- Basic office, computer, and business skills.
- Good public relation skills.

### **Ability to:**

- Interpret and apply administrative and department policies and procedures.
- Establish and maintain effective working relationships and customer service levels throughout the course of every day business
- Spelling, grammar, and punctuation, business letter writing and basic report preparation techniques.
- Type accurately and at a speed necessary for successful job performance.
- Follow oral and written instructions
- Communicate effectively
- Organize oneself and others, be neat and honest

### **Experience, Education and Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School diploma or G.E.D.

Experience: Previous experience working as a receptionist and/or recreation programming.

Training: Current standard First Aid and CPR Certification, or ability to possess within six months.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "C" driver's license.

## **WORKING CONDITIONS**

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer; sustained posture in a seated position for prolonged periods of time; occasional standing, bending, twisting, reaching and kneeling; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Must be able to handle stressful situations. Must carry/lift/push or pull loads up to 25lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.